



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Emergency Management**

Class Code: **4501**

Exempt

EEO Code: **02**

Effective Date: **August 30, 2002**

Major Function

Administrative work involving the coordination of emergency management functions and operations, for the Department of Public Safety and Seminole County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Maintains and coordinates all emergency operations and disaster preparedness plans with County and city agencies within Seminole County.

Maintains current catalog of all government owned resources for civil emergency management and disaster recovery operations. Maintains open lines of communications with all media agencies for warning and Public Information.

Establishes and maintains an on-going Emergency Communications Training Program for fire, emergency medical, law enforcement and civilian amateur radio operators in Civil Defense Warning System, National Warning System, and reporting methods. Assists with the direction, control, and warning during natural or technological disasters.

Maintains required radiological monitoring equipment in operational condition. As per State and Federal requirements, coordinates training for government agencies and volunteer personnel in the operation of monitoring equipment.

Conducts public awareness/education programs by use of audio visual and lecture methods for the public/private school system, social organizations, and emergency agencies in disaster preparedness. Coordinates disaster response and recovery operations.

Initiates and effectively recommends, for final approval by the Department Director, hiring, termination, performance evaluations, disciplinary, and commendatory actions for assigned personnel.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Considerable knowledge of fire and/or law enforcement emergency operations, specifically in the areas of communications and disaster preparedness planning. Knowledge of Federal and State Emergency Management requirements for county and municipal governments.

Ability to formulate and document operational plans, training programs and public presentations. Ability to communicate effectively both orally and in writing. Ability to implement, response, recovery, preparedness and mitigation activities as they relate to disaster operations.

Skilled in operating standard Public Safety communications equipment, including control consoles, slide projectors, radiological monitoring equipment and standard office equipment. Skilled in the use of personal computers and computer software.

Bachelor's Degree in Public Administration or other appropriate field and five (5) years experience in Emergency Management or Public Safety Administration, three (3) years of which must have been in a management level capacity. Prefer Certification as a Certified Emergency Manager.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service Classification.

Working Conditions

Under normal conditions the work environment for this position is an office environment. The incumbent performs most duties while sitting at a desk, table, or workstation. During emergency conditions this position may be exposed to a variety of environmental conditions as well as hazards associated with a disaster.